

School Standards and Effectiveness Partner (Sen & PPG)

Closing date: 20th May 2019
Interview date: 22nd May 2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Standards and Effectiveness Partners (STEPs) to work in primary and/or secondary schools to support school improvement.

In addition to the school improvement work with schools we are looking for expertise and passion within SEN and Pupil Premium meeting the needs of our most vulnerable learners.

Required for September 2019.

Do you love a challenge and want to make a difference for children and the schools they attend? Bracknell Forest is on a school improvement journey and we want to appoint two outstanding and experienced school improvement professionals as School Effectiveness Partners to work as active members of our school improvement team.

Your work will be central to developing and sustaining improvement in our schools through:

- ☐ influencing policy and practice through working in partnership with headteachers, governors, other professionals and agencies to support our objectives and ambitions as set out in our strategic plan for children and young people;
- ☐ undertaking the role of designated School Effectiveness Partner with a number of Bracknell Forest primary and secondary schools;
- ☐ contributing to a programme of professional development for school-based staff;
- ☐ supporting the marketing and delivery of our school improvement Service Level Agreement with Bracknell Forest

To fulfil this role successfully, you will need:

- ☐ A good understanding of how to bring about school improvement and build capacity
- ☐ Experience of leading professionals in developing and managing change
- ☐ Experience in the role of headship or substantive senior leadership post in a school
- ☐ Good understanding of the Ofsted Framework
- ☐ Secure knowledge of recent curriculum development initiatives and assessment procedures
- ☐ Good communication skills and the ability to influence change
- ☐ Area of expertise with any of the following would be beneficial SEN, Pupil Premium, curriculum design and assessment.

For an informal discussion about this interesting and rewarding role, please contact Sharon Jones, Head of Standards. 01344 354150 or email Sharon.jones@bracknell-forest.gov.uk.

Closing date: 20th May(midday) Interview date: 22nd May

Job Description

Authority: Bracknell Forest Council	Department/Division: People Education and Learning
Post Reference No:	Location: Time Square
Job Title: School Standards and Effectiveness Partner (SEN and PPG)	Grade/Salary Range: £55,585 - £58,670 + London fringe allowance

JOB PURPOSE

Main Purpose

To promote and support the development of good practice and improved standards in the work of schools in line with agreed policies and targets.

To support schools in an accurate self evaluation of their overall effectiveness using the Ofsted Framework judgements. To assess needs and provide effective support to schools in ensuring high quality teaching and leadership.

To hold leaders including governors accountable for pupil outcomes through appropriate support, challenge and intervention as detailed within the Learning Improvement Strategy.

To be responsible for promoting high standards for vulnerable pupils with SEN and those entitled to the PPG.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Head of Standards

School Standards and Effectiveness Partner

MAIN DUTIES AND RESPONSIBILITIES

Person Specification

Job Title: School Standards and Effectiveness Partner (SEN and PPG)	Department/Division: People Education and Learning
Authority: Bracknell Forest Council	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Qualified teacher</p> <p>Recent and relevant experience of managing staff in the primary phase</p> <p>Headship, acting headship or extensive senior leadership experience</p> <p>SENCO experience in school</p>	<p>Evidence of further professional development</p> <p>Former accreditation as a School Improvement Partner</p> <p>Ofsted accreditation as a school inspector</p> <p>SENCO accreditation</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent school improvement practitioner - proven track record in leading and managing sustainable change</p> <p>Knowledge and understanding of strategies for school improvement and supporting pupils with SEN and those entitled to the PPG</p> <p>Thorough knowledge of the National Curriculum requirements, associated assessment procedures and SEN procedures related to schools.</p> <p>Ability to support and challenge schools and other partners and implement effective monitoring and evaluation procedures</p> <p>Ability to lead and manage a team</p> <p>Good understanding of pedagogical issues to promote high quality and effective teaching and learning</p> <p>Good communication skills, with the ability to enthuse and motivate others and develop effective partnerships</p>	<p>Experience of supporting pupils in a variety of settings.</p> <p>Experience of planning and coordinating a programme of support for schools</p>
Work-related Personal Requirements	<p>Holder of current driving license</p> <p>Ability to work flexibly and to adapt to the different working arrangements of schools and the LA.</p> <p>Commitment to equal opportunities</p> <p>Confident use of ICT, particularly word processing and use of e-mail.</p>	

Signed _____

Date _____

About the Department

The following link takes you to more information about our Department:
<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

Work Style / Parking

Your work style is "Free", because your job requires you to work away from a desk on a regular basis. Roles which involve working in the field/attending meetings at workbase and other offices and/or working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.

For a 5:3 desk ratio this amounts to 40% away from the desk. The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

As a required car user you will be entitled to free onsite parking.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Our Terms and Conditions are those of the Soulbury Committee for Education Improvement Professionals. The post will be offered as a permanent appointment subject to **3** month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the Soulbury scale for Education Improvement Professionals, Points 17 - 20. The grade range is £55,585 - £58,670. The starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £811 per annum

Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows:

Per mile	
Lump sum per annum	£963
First 8,500 business miles	40.9p
After 8,500 business miles	14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

Working Hours

Your normal working week is 37 hours per week

Holidays

The annual holiday entitlement is 27 days plus bank holidays.

Annual holiday entitlement increases with length of service extra 5 days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>